WordPress User Roles
and Agreement Form
6/27/17

The roles available in WordPress are as follows.

For a table-view of these user roles and permissions, please see
http://mobile.delaware.gov/wpmu_permissions/wp-perms.html

Administrator – Has access to all administrative options and features.

- o The Administrator has all authority and responsibility of the site. GIC requires that your website will have a minimum of 2 Administrators - one is the Primary Administrator and the other is the Backup Administrator to serve as the secondary administrator when the primary is unavailable. These individuals will have authority and responsibility for the following:
  - Create and edit site basics like pages, links, media
    - Upload or approve new media (imagery, videos, documents)
  - Has full access to website homepage and site customizer functions ("**Appearance**" menu) like carousel slideshows, header images, emergency notification bars, etc.
  - Ability to delete pages, posts, etc.
  - Has access to the Navigation Menu items in the main nav bar and in the footer.
  - Sets up workflows if needed: such as, "all contributor changes must be approved by the administrator"
  - Approve pages/edits from editors/authors/contributors if workflow requires approval
  - Add and approve new users, and change the role of a user. The process of requesting a new user or changing a user's role is:

- the Administrator will email GIC (and copy the agency Internet Security Officer- ISO) of the new user or the changed user role. Then, GIC adds them to the user list for your site. The new user then requests access via sso.delaware.gov.
- Responsibility to remove users when they leave the organization.
- Has authority and responsibility over **site architecture** and **naming conventions** for the site (for consistency across the site)
    - For example, setting up URL naming conventions, and where new pages should 'live' in the site architecture
- Train new users and share training materials
- Search Engine Optimization: has total control over the SEO plugin, named Yoast, that helps to build SEO for your site
- Ensures site remains compliant with web policy (see http://gic.delaware.gov/accessibility-central/ and the to-be-released CLF4 guidelines) Your site at launch will be compliant. We can give you tips to keep it in compliance.

Editor – Can manage and publish pages and posts.

- o The editor(s) role can be multiple individuals. An Editor can create, edit, publish, and delete any page (not just their own), and manage categories, tags, and links. They cannot add users.
    - Editors are responsible for the following:
        - Create and edit site basics like pages, links, media
            - Upload or approve new media (imagery, videos, documents)
        - Editors follow the naming conventions of your site, as designated by the Administrator (page titles, URL names, etc)
        - Participates in Wordpress training
        - Enhance SEO of your site by adding descriptions, keywords, tags, and categories in the SEO plug in, Yoast
        - Editors ensure that their edits and new content are compliant with web policy

        - Editors **do not** have access to the customized features (they do not have access to the "**Appearance**" menu)

Author – Can publish *their* own posts when they wish.

- o Author(s) can create, edit, publish, and delete only **their** own **posts** (not pages), as well as upload files and images. Authors do not have access to create, modify, or delete pages, nor can they modify posts by other users. Authors can edit comments made on their posts.
    - ▪ Authors follow the naming conventions of your site, as designated by the Administrator (page titles, URL names, etc)
    - ▪ Participates in Wordpress training
    - ▪ Enhance SEO of your site by adding descriptions, keywords, tags, and categories in the SEO plugin, Yoast – to **their** own **posts** (not pages)
    - ▪ Authors ensure that their edits and new content are compliant with web policy

Contributor – Can write posts but cannot publish them.

- o Contributor(s) can create and edit only their own posts, but cannot publish them. When one of their posts is ready to be published, or has been revised, the Administrator needs to be notified personally by the Contributor to review it. Furthermore, once a Contributor's post is approved and published by an Administrator, it can no longer be edited by the Contributor.
- o Contributors do not have the ability to upload files or images, but they can see your site's stats.
    - ▪ Contributors follow the naming conventions of your site, as designated by the Administrator (page titles, URL names, etc)
    - ▪ Participates in Wordpress training
    - ▪ Enhance SEO of your site by adding descriptions, keywords, tags, and categories in the SEO plugin, Yoast – to **their** own pages
    - ▪ Contributors ensure that their edits and new content are compliant with web policy

Please fill out this form to confirm the Wordpress User Roles for your new site:
We take into account the unique makeup of every agency and agency personnel. Please let us know if you have a unique need.

Number	Role	Name	Title	Email	Phone
1	Administrator				
2 MINIMUM NUMBER	Administrator				
3	- Fill in -				
4	- Fill in -				
5	- Fill in -				
6	- Fill in -				
7	- Fill in -				
8	- Fill in -				
9	- Fill in -				
10 MAXIMUM NUMBER	- Fill in -				

As the Administrator of the Wordpress site _____(enter URL), I approve of the above user roles. As Administrator, I have authority and responsibility to edit and change user roles, and I will update users on a regular basis as individuals change positions, leave state service, or are hired. I recognize the risk that as individuals leave state state service or change positions, I must pull back their access and permissions to the site, otherwise my organization risks exposure.

This agreement will be updated at least annually from the date of signature.

Primary Administrator Name _____

Primary Administrator Title & Office_____

Primary Administrators' Signature _____Date_____

Primary Administrator's Supervisor Title/Office_____

Primary Administrators' Supervisor Signature _____Date_____

Seconday Administrator Name _____

Seconday Administrator Title & Office_____

Seconday Administrators' Signature _____Date_____

GIC Director Name _____

GIC Director Signature _____Date_____